

City Manager's WEEK IN REVIEW

In an effort to better inform Council, employees and the public about current City activities and issues, the City Manager's Office issues the Week In Review with highlights from staff activities for the prior week. The Week In Review is published and distributed every Monday. If you have comments, questions or suggestions regarding the Week In Review, please contact City Manager Eden Freeman at citymanager@winchesterva.gov or 540-667-1815.

PUBLIC SAFETY

Winchester Police

- Met with U.S. Senator Warner to discuss substance abuse issues in the community.
- Attended Boy Scout outreach meeting.
- Attended Substance Abuse Coalition prevention meeting.
- Attended a meeting regarding safety improvements at the Timbrook Public Safety Building.
- Continued new radio installs on police vehicles.
- Attended active shooter training preparation meeting in conjunction with the Winchester Fire & Rescue Department.
- Met with individuals from the recovery community during patrol briefings regarding addiction and how to help those suffering with addictions.
- Attended Woodland Avenue Neighborhood Watch meeting.
- Conducted interviews for Valor Awards videos.
- Finalized plans for National Night Out on August 2nd.
- Organizing forum with NAACP on improving race relations.

Police Activity	#
Calls for Service	838
Violent Crimes	3
Property Crimes	30
Accident Reports	11
Alarms	30
False Alarms	30
Directed Patrols	56
Directed Patrols Old Town (OTW)	17
Extra Patrols	58
Extra Patrols OTW	5
Traffic Citations	21
Written Warnings	50

Winchester Fire & Rescue

- Chief delivered welcoming address to the Franklin County Junior Firefighters Academy Class.
- Staff continues to focus on developing new radio system training program for the department. Draft program is in review.
- Staff continued working on Active Shooter drill preparation.
- Conducted new Radio System update meeting for Mutual Aid Agencies.
- Met with Trex regarding the flash over simulator they want to donate/build for the department.
- Staffed regional recruitment and retention table at Winchester Royal games.
- Completed basement fire training course.
- Department personnel conducted fire safety education program at the Grafton School.
- Continued collaboration with Old Town and Social Services in preparation of Old Town's Fire and Rescue Appreciation Night on Thursday July 28th in conjunction Movies on the Mall.

F&R Activity	#
Fire	4
EMS/Rescue	96
Hazardous Condition	4
Service Call	3
Good Intent	9
False Alarm	8
Special Incident	0
Plan Review	5
Inspections	5
Reinspections	0

Emergency Management

- Communications Project:
 - Internal progress meeting/conference call.
 - Entire team progress meeting/conference call.
 - Installation of mobile radios school busses initiated.
 - Installation of mobile radios in police vehicles initiated.
 - Cutover plan reviewed and edited.
- Continued Work on ESFs – 11,12,16 & 17
- DSS shelter orientation for new staff.
- Reviewed incident command software.
- Preparing demo for Polycom for NVEPT meeting Monday.

PUBLIC SERVICES

Public Works, Utilities, Facilities Management, Transit

- Retrofitted all City-maintained existing streetlights to LEDs on Jubal Early between Pleasant Valley and Valley Avenue.
- Walked the next phase of the Green Circle Trail with the engineering consultant along Jubal Early between Harvest Drive and Valley Avenue.

City Projects Update

- **City Hall Brick Work**
 - The contractor is finishing up the brick repointing on the south side of the building and is working on repointing the large blocks at the base of the building. The project continues to be ahead of schedule as the scaffolding on the north side of the building has been completely removed and over half has been removed on the west side of the building.
- **Handley Blvd Improvements Project**
 - The vast majority of the concrete work on the project has been completed. The street re-paving is scheduled to be completed next week and the road will be reopened in advance of school starting on August 8.
- **Valley/Whitlock Drainage Improvement Project**
 - The new stormwater pipe in Valley Avenue has been installed. The contractor is currently installing the drainage inlets and will finish the water and sewer related work next week.
 - The repaving of Valley Avenue is scheduled for the week of August 1 so that the road is reopened before school starts on August 8.

Weekly Performance Measures

Division	Activity	Past Week	2016 Year-to-Date Totals	Measurement
Streets	Sidewalks Repaired/Replaced (City)	0	90	Linear feet
	Streets Repaved	0	0.9	Lane miles
	Potholes Repaired	0	89	#
Trees	Dead/Diseased Trees Removed	0	40	#
	Trees Trimmed	4	398	#
	Stumps Removed	0	345	
Traffic	Street Signs Installed or Replaced	2	135	#
	Pavement Markings Repainted (City)	0	1,850	Linear feet
	Pavement Markings Repainted (Contractor)	0	8,152	Linear feet
Refuse & Recycling	Refuse Collected	125	3,540	Tons
	Recycling Collected	74	1,601	Tons
	Large Item Pickups	6	75	#
Transit	Total Passengers	3,034	71,553	#
	Revenue Miles Picking Up/Dropping Off	4,086	103,904	Miles

	Passengers			
	Revenue Hours Picking Up/Dropping Off	382	10,188	Hours
	Passengers			
Utility Billing	Payments Processed	1,067	39,094	#
	New Bills Mailed Out	2,830	36,114	#
	Water Services Turned Off for Non-Payment	0	736	
Water Treatment Plant	Average Daily Water Demand	5.74	7.98	Million gallons/day
	Peak Daily Water Demand	6.97	9.44	Million gallons/day
Wastewater Treatment Plant	Average Daily Flow Treated	6.39	8.02	Million gallons/day
	Peak Daily Flow Treated	6.82	18.49	Million gallons/day
Engineering	Site Plans Reviewed	1	27	#
	Right-of-Way Permits Issued	3	52	#
	Stormwater Facility Inspections	1	17	#
	Erosion & Sediment Control Inspections	34	862	#
Facilities Maintenance	Work Requests Completed	27	447	#
	Special Events Assistance	1	6	#
	Maintenance of Pedestrian Mall	33	523	Staff hours

DEVELOPMENT SERVICES

Economic Redevelopment

- Held regularly scheduled Economic Development Authority meeting.
- Met with Shenandoah Valley Electric Cooperative representatives to discuss potential infrastructure needs and changes regarding the Winchester Towers redevelopment.
- Provided U.S. Senator Warner with a walking tour of downtown Winchester.
- Met with contractors to discuss necessary repairs of the wall located in the Taylor Pavilion.

Old Town Winchester

- Held successful Friday Night Live event attended by approximately 2,500 people.
- Reviewed Rockin' Independence Eve safety plan with staff.
- Assisted with tour of Old Town for Senator Warner.
- Working on Greatness Program with OTDB Economic Vitality Chair.
- Held free Sunday concert at the Taylor Pavilion.
- Continue to coordinate Old Town Farmers Market and began planning for Virginia Farmer's Market week. Vendors have asked to extend the season to include a fall market through Thanksgiving.
- Finalized plans for fire and rescue appreciation event for the last kids' movie night of the summer which will include a backpack and school supply drive.

Winchester-Frederick County Tourism

- Worked with volunteers and staff to digitize gift shop sales, attendance and per capita dating back to January 2016 in preparation for tracking of alcohol sales.
- Presented to Winchester Lion's Club on Tuesday about current tourism projects and rebranding process.
- Spent entirety of Wednesday with "Family Travel with Colleen Kelly" film crew and talent shooting in Old Town Winchester, Shenandoah Discovery Museum and Dinosaurland.
- Attended CRUSA's 2017 International Marketing Summit in Washington, DC learning about 2017 marketing co-op opportunities, meeting international sales reps, and developing strategies to implement in Winchester and the Shenandoah Valley to attract more international visitors and train our businesses on how to capitalize on them.

- Finalized FY17 Tourism Marketing Plan report for Tourism Board.

Planning

- Various staff and two Planning Commissioners attended the annual Virginia Chapter American Planning Association (VA APA) conference on Sunday through Tuesday. Planning staff were moderators at the very first “Unconference Session” conducted at the VA APA conference. It was heavily attended and received very positive feedback. The emerging topic was suburban revitalization and discussion related closely to revitalization challenges along Valley Avenue and other suburban areas of Winchester City.
- Worked with Kee Construction to resolve final site issues leading to occupancy of the Bottling Works adaptive reuse development on Valley Ave.
- Staffed July 21st BAR meeting where all three cases were approved. Newly appointed board member Don Packard attended his first meeting.
- Planning Commission held a very brief meeting on July 19th where the historic district zoning ordinance amendment was recommended for adoption by Council.

Zoning & Inspections

- Completed:
 - 84 building permit inspections and issued 42 building permits (\$164,402 valuation)
 - 82 code enforcement inspections and initiated 17 new cases
 - 9 new business reviews (8 Certificates of Business, 1 Certificate of Home Business)
- Removed 13 signs from the public right-of-way (YTD=370).
- Issued final certificates of occupancy to two projects:
 - 1720 Valley Avenue – Coca Cola Bottling Works – 23 new residential units.
 - 1523 S. Pleasant Valley Rd – Tropical Smoothie Café
- Held Planning Commission regular meeting. The commission unanimously forwarded with a positive recommendation TA-16-356 pertaining to review criteria for the BAR.
- Attended the American Planning Association – Virginia annual conference.

Permit #	Type	Address	Description	Value
16 00000273	NGAS	450 GLEN LEA CT	FIXTURES	\$1,200.00
16 00000273	PLBG	450 GLEN LEA CT	ADDING WATER SEWER SERVICE	\$500.00
16 00000518	SIGN	2605 VALLEY AVE	WALL MOUNTED/DIRECTIONAL & FRE	\$2,000.00
16 00000613	RREM	408 FAIRMONT AVE	UNDERPIN FOUNDATION	\$10,350.00
16 00000658	NRRM	301 N CAMERON ST	INTERIOR REMODEL	\$8,500.00
16 00000675	MECH	30 RIFLEMEN LN	REPLACE A/C & FURNACE	\$11,016.00
16 00000675	NGAS	30 RIFLEMEN LN	REPLACE A/C & FURNACE	\$11,016.00
16 00000677	MECH	705 N BRADDOCK ST	REPLACE HEAT PUMP/AC UNIT	\$90.00
16 00000037	NGAS	717 S BRADDOCK ST	NEW FIXTURES	\$750.00
16 00000037	PLBG	717 S BRADDOCK ST	NEW FIXTURES	\$4,500.00
16 00000430	CHNG	2012 S LOUDOUN ST	WAREHOUSE TO A-3 SPECIAL AMUSE	\$0.00
16 00000665	RREM	225 W NORTH AVE	RETAINING WALL AROUND IN-GROUN	\$12,000.00
16 00000481	PLBG	141 FEATHERBED LN	FIXTURES	\$3,000.00
16 00000607	MECH	320 WEEMS LN	FIXING ROOF TOP UNIT	\$500.00
16 00000607	NGAS	320 WEEMS LN	MOVE UNIT FOR ROOF REPAIRS	\$200.00
16 00000676	BLDG	114 W BOSCAWEN ST	ASBESTOS REMOVAL	\$10,330.00
16 00000678	MECH	2198 S PLEASANT VALLEY RD	REPLACING AC UNIT	\$8,750.00
16 00000679	MECH	202 E CORK ST	REPLACE WALK-IN COOLER	\$7,000.00
16 00000680	ELEC	812 S BRADDOCK ST	SERVICE INSPECTION	\$0.00

16 0000681	ELEC	1640 S BRADDOCK ST	PANEL CHANGE	\$0.00
16 0000682	ELEC	333 W CORK ST	REMODEL 16-563	\$0.00
16 0000683	ELEC	4 W CORK ST	FIRE REPAIR	\$0.00
16 0000684	ELEC	265 PARKWAY ST	REMODEL 16-200	\$0.00
16 0000685	ELEC	320 RIDGE AVE	PANEL SWAP OUT	\$0.00
16 0000686	NGAS	901 WAYNE DR	REPLACING GAS WATER HEATER	\$1,300.00
16 0000686	PLBG	901 WAYNE DR	REPLACING GAS WATER HEATER	\$1,300.00
16 0000687	TTS	901 AMHERST ST	TENT FOR 7/21-25/16	\$15,000.00
16 0000688	PLBG	644 WATSON AVE	REPLACE UNDERGROUND WATER LINE	\$5,300.00
16 0000689	MECH	23 JACKSON AVE	REPLACING FURNACE	\$5,200.00
16 0000689	NGAS	23 JACKSON AVE	REPLACING FURNACE	\$400.00
16 0000690	PLBG	441 HANDLEY AVE	REPLACING WATER LINE	\$4,200.00
16 0000693	MECH	2197 S PLEASANT VALLEY RD	REPLACING AC UNIT	\$9,500.00
16 0000695	MECH	522 S LOUDOUN ST	NEW HEAT PUMPS	\$15,000.00
16 0000038	NGAS	719 S BRADDOCK ST	NEW APPLIANCES	\$750.00
16 0000038	PLBG	719 S BRADDOCK ST	NEW FIXTURES	\$4,500.00
16 0000039	NGAS	721 S BRADDOCK ST	NEW APPLIANCES	\$750.00
16 0000039	PLBG	721 S BRADDOCK ST	NEW FIXTURES	\$4,500.00
16 0000329	NGAS	1033 ARMISTEAD ST	PIPING FOR POOL HEATER	\$1,000.00
16 0000476	BLDG	1810 S LOUDOUN ST	DEMOLISH BLDG	\$0.00
16 0000696	NGAS	19 PEYTON ST	GAS PIPING	\$500.00
16 0000696	PLBG	19 PEYTON ST	NEW FIXTURES	\$2,000.00
16 0000697	NGAS	686 NATIONAL AVE	NEW FURNACE, RANGE & WATER HEA	\$1,500.00
16 1000047	PSOV	7 LOUDOUN ST MALL	OUTSIDE FRUIT MARKET	\$0.00
43 TOTAL				\$164,402

TYPE KEY: NGAS=Natural Gas | TTS=Tents and Temporary Structures | PLBG=Plumbing | RREM=Residential Remodel | RESR=Residential Remodel/Additions | AMUS=Amusement Device | LGAS=Propane Gas | MECH=Mechanical | FSUP=Fire Suppression | FALL=Fire All Other | CHNG=Change of Use | RADT=Radio Tower or Antenna | NRAA=Non-Residential Additions and Alterations

PARKS & RECREATION

- Met with Daniel Rossi and Silvana Ritacco about placing a mural on one of the ballfield buildings.
- Conducted a field maintenance meeting on Wednesday with field partners.
- Met with Greatscapes to discuss mowing in Jim Barnett Park.
- Held brick façade project update meeting.
- Sent the park fall program guide to the printer.
- Completed the indoor pool skimmer repair and reopened the pool.

WINCHESTER PARKING AUTHORITY

- 3,491 vehicles utilize the garages from Wednesday, July 13 - Tuesday, July 19.
- As of July 20, there were 968 monthly parkers in the garages (0 rentals and 0 cancellations)
- On Tuesday, July 19, met with a vendor to discuss installation of a window pass-through at the George Washington Autopark main office that was included in this fiscal year's budget.
- On Friday, July 22 met with a reporter from Charlottesville to discuss how Winchester manages its downtown parking resources as a comparison to how parking is handled in Charlottesville.

SOCIAL SERVICES

- Received 67 Benefit Program applications- 26 SNAP, 38 Medicaid, 4 TANF, 5 Child Care, 7 Cooling Program
- Currently serving the following individuals in Benefit Programs:
 - 3,843 receive SNAP
 - 163 receive TANF
 - 5,373 receive Medicaid
 - 46 receive VIEW Services
 - 30 receive Child Care subsidy
- Completing 44 Child Protective Services family assessments and investigations relating to allegations of child maltreatment.
- Completed 0 Pre-Admission Screening with the Health Department.
- Staff Attended:
 - Winchester Community Policy and Management Team
 - Construction Trade Coalition and Heavy Construction Contractors Association sponsored career fair
 - The Helping Interview training

Weekly Activity	#
Walk-in clients	202
Client info drop offs	99
Child Protective Service referrals	3
"On notice" for foster care entry by JDRC	6
Children in foster care	36
Entered foster care	1
Exited foster care	1
Child Protective Services ongoing cases	33
Adult Protective Service referrals	0
Adult services case management load	9
Adult guardianships	3
Adult protective investigations	12
Benefit fraud investigations	11
Fraud allegations received	0
Family Services Prevention case management load	8

SUPPORT SERVICES

Information Technology

- Conducted interviews for the newly created Project Coordinator position in the Information Technology Department.
- Supported Public Utilities billing software upgrade and issue resolution.
- Retired legacy web server previously located at Visual Link.
- Worked with SunGard to resolve software installation issues.
- Updated GIS Mapping to support Winchester Public Schools.
- Worked with Parking Authority to automate email notices from parking automation equipment.
- Staff attended a three-day geodatabase training.
- Met with Commissioner of the Revenue and Treasurer to discuss options to deal with PPTRA changes related to pick up and panel trucks.

COMMUNICATIONS

- Articles in *The Winchester Star* this week:
 - July 16 –
 - Former addicts speak to city police about struggles
 - Police: Domestic dispute ends with man setting car ablaze
 - July 18–
 - Warner makes economic state tour
 - July 19 –
 - New city schools superintendent comes from N.C.
 - Warner addresses opioid addiction issues
 - Mayoral candidates release their finances
 - July 20 –
 - Property owners ready for Hope Drive extension
 - Your Views: A job well done
 - Winchester EDA appoints public information officer
 - Handley improvements advance
 - July 21 –
 - City says Loudoun Street Mall splash pad is a cool success
 - Frederick, city trying to rebrand region

- Tourism board helps draw PBS travel series to region
- July 22 –
 - Few answers on delay of trail section
 - Pavilion back wall primed for work
- WHAG reports:
 - Senator Mark Warner (D-VA) visits Winchester to talk about drugs [Watch](#)
 - Winchester Public Schools announces new superintendent [Watch](#)
- Sent press releases:
 - Winchester Residents Invited to Take a Stand Against Crime (National Night Out)
 - Help Officers Identify Fraud Subject
 - WPD Accepting Applications for Police Officers

Photo of the Week



United States Senator Mark Warner enjoying the Old Town splash pad